

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **METER SERVICES WORKER I
METER SERVICES WORKER II**

DEPARTMENT: **WATER DISTRICT**

BASIC FUNCTION:

Under general supervision, to perform work involved in the reading, testing, installation, maintenance, removal, repair, and replacement of water utility meters: and to do related work as assigned or required.

DISTINGUISHING CHARACTERISTICS:

Meter Services Worker I is the entry-level class in the series. Positions in this class are expected to learn and perform a variety of core duties, which include reading, and maintenance of water utility meters. Certain tools and equipment will be utilized on a training basis or for tasks that are repetitive in nature. Positions are assigned to this level with the understanding that elevation to the II level may follow successful job performance and personal development, at the discretion of the department head. This is an entry-level maintenance worker classification that will be provided cross-training exposure to Journey level work.

Meter Services Worker II is the journey level class in the series. Positions assigned to this class are expected to skillfully perform a wide variety of duties independently which include testing, installation, maintenance, sound judgment and demonstrating initiative. This level is also expected to assist in training and monitoring of less experienced personnel, as well as assist immediate supervisor in daily operations. This is a specialized maintenance classification.

KEY RESPONSIBILITIES:

Test, repair, maintain and install/remove a variety of utility water meters and related parts.

Utilize a variety of hand and power tools as well as other mechanical equipment in the performance of the above duties.

Respond and follow-up on inquiries and complaints regarding water services.

Follow a prescribed route and schedule in reading of meters and performs visual inspections of meters, boxes, pipes or backflow devices to report or schedule repair/maintenance problems.

Record meter readings and other encoded data into a computerized recording device.

Investigate reported water system leaks and related problems and advise customers of required and/or suggested corrective measures.

Inspect new water services, sewer hook-ups and backflow requirements.
Conduct backflow tests as required.

Assign new water accounts or shut-off accounts to customers.

Utilize welding, soldering and cement work materials and equipment in the course of repairing and installation of meters.

QUALIFICATIONS:

Knowledge of:

Specific tools, equipment, materials and procedures used in utility meter maintenance repair, testing installation and reading work.

City street routes and location of meters and backflow devices.

Basic plumbing and piping systems in order to repair and maintain water meter systems.

Computerized meter reading devices, e.g., ITRON Datacap System

Safe work practices and regulations.

Basic arithmetic.

Ability to:

Effective communicate with people from a wide variety of socio-economic backgrounds.

Deal tactfully and remain courteous and calm in tense and/or hostile situations.

Perform basic mechanical maintenance and repair tasks.

Make basic arithmetic calculations accurately.

Detect water service leaks and related problems.

Operate a variety of hand and power tools and other types of mechanical equipment.

Carry out assigned duties in a safe and efficient manner.

Complete routine forms, records and reports accurately.

Understand and follow written and oral instructions.

Work independently and efficiently to carry out assignments.

Meter Service Worker II:

Read basic blueprints to determine appropriate placement of new meters.

Train new employees on assigned duties.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical background would include:

For Meter Services Worker I:

Demonstrated ability and experience in performing moderately physical labor; basic maintenance work and familiarity with basic hand tools.

For Meter Services Worker II:

One year of experience performing duties assigned to the Meter Services Worker I class. Coursework in Water Distribution, Hydraulics, or Cross Connection Control are highly desirable.

SPECIAL REQUIREMENTS:

Possession of a valid California Driver's License (Class C). Willingness to work overtime hours or respond to emergency calls in off hours as required. Certification as a Backflow Tester is desirable. During course of employment may be trained in Hazardous Materials related to the response plan for emergency operations.

PHYSICAL REQUIREMENTS AND ENVIRONMENT:

This position requires:

extended periods of standing and walking on a variety of terrains to read, repair and install meters;

upper body strength to lift, carry and manipulate meter boxes, registers and other related equipment;

visual acuity to efficiently read meters and enter information into a computerized device for recording;

willingness to work in confined spaces which may expose employee to hazardous atmospheric conditions; and

use of respirators which prohibits full beards and facial hair that may interfere with safety as it relates to the confined spaces program.

The majority of work is performed outdoors and through inclement weather as necessary.

DATE APPROVED: 12/92